

To DDS

from RAO

subject Report on Records Holdings for FY 1963

1. You may be interested in seeing the attached charts which show the trend of records activities for the past ten years. These charts were prepared from statistics submitted by the Area Records Officers.

2. You will note that the total Agency records on hand ~~at the end of the past fiscal year~~ was [] cubic feet, which is a decrease of .3% from the previous year. *This was a* The reduction in the total volume and the continued increase in the rate of destruction of inactive records are significant accomplishments in the Agency's records program. If these trends continue, we may logically conclude that the Agency has reached its peak in records accumulations. It also indicates greater understanding by Agency personnel of records management practices. I feel that more ardent participation and prodding by Area Records Officers will bring greater results for our next report period.

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STAT 3. Within the DDS area a total of [] cubic feet of records was reported on hand at the end of the report period. This is [] of the Agency total and an increase of 11% over our previous total. The Office of Personnel reported an increase of 63% in its holdings which was partly due to inaccuracies in previous reports and a reduction in the amount of records destroyed by that office. The new Area Records Officer has pledged herself to improving the program in that office. Medical Staff reported an increase of 36% which was largely the result of a transfer of records and functions from OTR. Logistics and Commo each reported increases of 16%. The decreases reported by Regulations Control, Records Management and Office of Training were not enough to offset the overall gain in the DDS Area. The destruction figures produced a more favorable picture. More inactive or obsolete records were destroyed within each office last year. The overall rate of increase was 30%.

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